

American Embassy, Amman

Vacancy Announcement

VACANCY - ANNOUNCEMENT NUMBER: 14-30

OPEN TO: Appointment Eligible Family Members (AEFMs) of U.S. Department of State and U.S. Agency for International Development Direct Hire employees only

POSITION Development Assistance Assistant – Research and Management

OPENING DATE: March 20, 2014

CLOSING DATE: March 26, 2014

WORK HOURS: One position (40 hour work week)

SALARY: *EFM: (Position Grade: **FP-6**, Starting Salary)

ALL APPLICANTS MUST BE APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFMs) OF U.S. EMBASSY AMMAN DIRECT HIRE EMPLOYEES OF THE U.S. DEPARTMENT OF STATE OR THE U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT TO BE ELIGIBLE FOR CONSIDERATION. DEFINITION OF AEFM IS PROVIDED LATER IN THIS ANNOUNCEMENT.

The U.S. Embassy in Amman is seeking an individual for the full-time position of Development Assistance Assistant – Research and Management in the U.S. Agency for International Development (USAID). This position is being established pursuant to a U.S. Department of State (DOS) and USAID joint program. Because only DOS and USAID are participating in this program, the vacancy is only open to Appointment Eligible Family Members (AEFMs) of direct hire American employees of DOS or USAID at the U.S. Embassy in Amman. The definition of AEFM is provided later in this announcement.

The person who fills this position will be hired through a DOS Family Member Appointment (FMA) and will be considered a DOS employee, but he or she will be assigned to work with USAID at the U.S. Embassy in Amman for the duration of this appointment and the position is funded through USAID.

BASIC FUNCTION OF POSITION:

The Development Assistance Assistant position is located in the USAID/Jordan Office of Program Management (OPM). The incumbent operates under the direct supervision of the Supervisory Program Officer or his/her designee. The incumbent is responsible for efficient and effective management of activities, documents, concerns, and requests that are of direct interest to the Mission Director and/or Mission Management.

The Development Assistance Assistant is responsible for supporting the USAID/Jordan Mission Management through collecting, researching, analyzing, and preparing data needed for reports, meetings, special events and ongoing projects within the Mission. S/he is also responsible for gathering information from mission staff, host government and other parties pertaining to policies, regulations, and best practices towards the development of procedures and policies for an efficient and streamlined Mission's operation processes.

The Development Assistance Assistant will work in the Office of Program Management; however, his/her work will require close collaboration with staff across the Mission and regularly involve completing high-level tasks with tight deadlines at the request of the Office of the Director.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation.

1. A Bachelor's Degree from an accredited university in one of the following fields: business administration, public administration, economics, finance, social science, international relations, or diplomatic studies is required.
2. At least five years of demonstrated experience in working with international organizations is required. The incumbent must have demonstrated experience in writing and editing official documents. The incumbent must be able to communicate complex policy and programmatic issues in an understandable manner, and must be able to maintain and adhere to high standards of professional and diplomatic conduct.
3. Demonstrated fluency in both written and spoken English is required as the incumbent must be able to prepare clear, substantive reports and briefing materials.
4. The incumbent must be able to work in a demanding, fast-paced, high profile environment and be capable of handling tasks with tight deadlines. Ability to multi-task and prioritize is critical, as well as maintaining professionalism and diplomacy in a challenging work environment.

5. The incumbent must demonstrate strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite (including MS Publisher, PowerPoint, Excel and Word), with an ease in navigating the Internet.
6. Must be able to obtain and retain a Public Trust clearance.

SELECTION PROCESS:

When fully-qualified, Appointment Eligible Family Members (AEFMs) who are U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application. The AEFM does not have to be residing in country to be considered, but the sponsoring employee under COM authority must be officially assigned to Post.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Anyone who is not an Appointment Eligible Family Member (AEFM) (as defined below in the definitions section) of a direct hire employee of the U.S. Department of State or the U.S. Agency for International Development is not eligible to apply.
4. Currently employed EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. Per Post Management Policy number 31, we only welcome applications when the USEFM is within 90 days of arrival.

TO APPLY:

Interested applicants for this position should submit the following:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix A); **or**

3. A combination of both; i.e. Sections 1 – 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. USEFM candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. USEFM candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Applications can be submitted electronically through AmmanEmployment@state.gov.

CLOSING DATE FOR THIS POSITION: MARCH 26, 2014

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A: DEFINITIONS

1. **Eligible Family Member (EFM):** For employment purposes, an EFM is a spouse, domestic partner (DP- as defined in 3 FAM 1610), or unmarried child at least 18 years of age of a US direct-hire FS, CS, or uniformed service member who is:

- Listed on the travel orders or approved OF-126 of a direct-hire FS, CS, or uniformed service member assigned to the Mission under COM authority; and,
- Residing at the sponsoring employee's post of assignment abroad.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:

- US citizen; and
- The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee, who is an unmarried child 18 to 20 years old; and
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US mission, and is under COM authority) and either:
 - a) Resides at the sponsoring employee's post of assignment abroad; or
 - b) Resides at an involuntary separate maintenance allowance (ISMA) location (the individual will not be listed on the sponsoring officer's travel orders, but will have a processed Form SF-1190 authorizing ISMA).

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders who do not meet all of these criteria are not USEFMs or AEFMs for employment purposes.

3. **Appointment Eligible Family Member (AEFM):** To be eligible for a Family Member Appointment or a TEMP appointment, an AEFM is:

- US citizen; and
- The spouse or a domestic partner (as defined 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child 18-20 years old; and
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US Mission who is under COM authority); and
- Residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a USG retirement annuity or pension from a career in the Foreign Service or Civil Service. US citizen military annuitant EFM's are FMA eligible.

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders or approved Form OF-126 who do not meet all of the criteria are not AEFMs or US citizen EFM for employment purposes.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment (UAE):

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers

- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for a position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Failure to do so will result in an incomplete application, which will therefore deem the applicant ineligible for the proffered position.